

CMS TRAVEL HANDBOOK

**Department of Health & Human Services
Centers for Medicare & Medicaid Services
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FOREWORD

The Centers for Medicare & Medicaid Services (CMS) Travel Handbook is a handy pocket reference to assist CMS employees, when performing official temporary duty travel (TDY), local travel, and when claiming reimbursement for authorized travel expenses. The material contained in the handbook is based on the Federal Travel Regulation (FTR), Article 8 of the Master Labor Agreement (MLA), Comptroller General (CG) decisions, General Services Administration Board of Contract Appeals decisions (GSBCA), and the Department of Health & Human Services (HHS) Travel Manual.¹

The CMS Travel Handbook does not attempt to cover every travel situation and is not intended to substitute the official travel regulations or Article 8 of the MLA between the CMS and the American Federation of Government Employees. It deals with the more general, usual types of temporary duty and local travel.

The contents of the CMS Travel Handbook apply to CMS civilian employees. The CMS Travel Handbook is not appropriate for use by Commissioned Officers of the Public Health Service who travel under policies established by the Joint Federal Travel Regulations. Contractors, including cost-reimbursable contractors, are not governed by the Federal Travel Regulation (FTR) and are not eligible to use the General Services Administration (GSA) negotiated city-pair rates for airline transportation. Invitational travel orders should not be issued for contractors.

Any travel related questions and comments may be directed to the CMS Travel Unit at (410) 786-2860 or sent to the “CMS Travel” email at Travel@cms.hhs.gov. Written correspondence pertaining to the CMS Travel Handbook should be addressed to the Centers for Medicare & Medicaid Services, Director, Division of Accounting Operations, 7500 Security Boulevard, Baltimore, Maryland 21244 (Mail Stop C3-11-03).

¹ For bargaining unit employees, the material in this handbook will be based on the HHS Travel Manual only where the HHS Travel Manual does not conflict with Article 8 of the MLA.

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TRAVELER'S RESPONSIBILITIES

What travel management service do I use when making my travel arrangements?

In compliance with FTR § 301-50.1, you **MUST** use the CMS travel management center, Omega World Travel, for all common carrier transportation (airline/train), lodging, and car rental arrangements.

Can I make my travel arrangements using my own personal travel agent?

No. In compliance with FTR § 301-50.2, if you are unaware of the agency's requirement and use an unauthorized travel agent or travel management center, you will be responsible for any additional costs that result from the unauthorized use.

As a traveler, what are my responsibilities?

You have a number of responsibilities in connection with official government travel. These responsibilities are no less important than your responsibilities for carrying out your other job assignments. You need to be aware of all the rules and regulations, including the Federal Travel Regulations (FTR), governing official travel and how they pertain to you. You also need to make sure of the following:

- Prepare or have your travel preparer create a travel authorization in the automated travel system (GovTrip) prior to departing on travel;
- Make sure all necessary travel expenses are properly approved on the travel authorization/voucher;
- Use Omega World Travel to make ALL travel reservations (air/rail, lodgings, and rental car). Make sure you review the travel itinerary/invoice for accuracy and receive your ticketed itinerary/invoice from Omega at least 2 days prior to departure. If you do not receive your ticketed itinerary, you do not have a ticket to travel;
- Use Contract City-Pair fares, unless you meet one of the exceptions for using non-contract carriers;
- Use the appropriate per diem rate based on the temporary duty (TDY) location (e.g., where the meeting is being held);
- Use the Government-issued travel card for all official expenses while on temporary duty, including to obtain a cash travel advance, unless you have been granted an exemption or are an infrequent traveler;

- Obtain all proper receipts and submit them with the travel voucher. Receipts are required for all lodging, air/rail transportation, phone calls, laundry, rental vehicle, regardless of amount and any single item that exceeds \$75;
- Submit voucher claims promptly within 5 working days from completion of travel. Be sure to sign your own travel voucher; and
- Incur all necessary official travel expenses in a prudent manner.

AUTHORITY TO TRAVEL

What permission or authorization do I need to travel for CMS?

Your travel approver, usually your supervisor or a senior management official in your office, must authorize you to travel on official Government business. Except in emergencies, a travel order must be prepared, authorized, and approved through the automated travel system (GovTrip) before you begin official travel. Unauthorized TDY travel places you at risk of not being reimbursed for expenses incurred. In the following travel situations, you must always have a travel order prepared before traveling on official business:

- Use of reduced fares for groups or charter arrangements;
- Payment of a reduced per diem rate;
- Acceptance of payment from a non-Federal source (Also known as “Sponsored”, “Cash or In-kind”, or “348” travel; and
- Travel expenses related to attendance at a conference.

Your travel order should also provide specific information regarding the location and role at the temporary duty (TDY) location. You should use the 'Trip Detail' section in GovTrip to enter the actual TDY address and to clearly identify the purpose of travel. General statements, such as, "to attend meeting" do not adequately identify the role of the traveler at the TDY location.

Note: You must carry a copy of your travel order with you while traveling. The airline or rental car company may ask to see your travel order to verify that you are entitled to a Government rate.

For the purposes of travel reimbursement, when does temporary duty travel (TDY) begin and end?

TDY travel begins when you leave your home, office or other authorized point of departure, and ends, when you return to your home, office, or other authorized point at the conclusion of your trip.

What are normal commuting costs and do I have to deduct them for TDY travel?

Commuting costs are the expenses you incur to travel between your place of work and home on a daily basis (e.g., mileage, parking, public transportation, etc.) You do not need to deduct your normal commute costs when the purpose is TDY travel. Deduction of normal commuting costs applies to travel solely within the local travel area.

Are there specific hours that I must travel?

Employees should be scheduled to perform official travel during their regular working hours. To the maximum extent practicable, travel should be scheduled on the day preceding or following an event if circumstances would require you to travel earlier or later than the Agency's established tour of duty.

Will compensation be given if I am required to travel outside of my regular working hours?

Compensation for travel outside of an employee's regular working hours will be determined by the employee's designated status under the Fair Labor Standards Act (FLSA) and must be pre-approved by your supervisor. FLSA designations are determined by the Agency based upon the duties actually performed by the employee and appear in the employee's official personnel records. Employees are designated as either (1) covered by the provisions of the FLSA (FLSA nonexempt) or (2) not covered by the provisions of the FLSA (FLSA exempt).

PER DIEM ALLOWANCES**What is a per diem allowance?**

It is a daily payment instead of reimbursement of actual expenses for lodging (excluding taxes for domestic travel), meals, and incidental expenses (M&IE) incurred while you are in travel status. The Per Diem rates can be found in the automated travel system called GovTrip or on GSA's web site at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=15586&channelId=-24653&oid=16365&contentId=17943&pageTypeId=17113&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

Lodgings: Includes expenses for overnight sleeping accommodations; except on airplanes, trains, buses, or ships.

Meals – Includes expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluding alcoholic beverages and entertainment expenses, and any expense incurred for other personal reasons).

Incidental expenses – Includes: 1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; 2) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site; and 3) Mailing costs associated with filing travel vouchers and payment of Government-issued Travel charge card payments.

What is the official duty station?

The official duty station is the corporate limits of the city or town of your permanent duty station (office location).

What is considered my Local Travel area?

For all CMS employees, the local travel area is defined as a minimum driving distance of 50 miles, by the most direct route possible, from your office and residence.

When am I entitled to a per diem allowance?

You are entitled to a per diem allowance, if you meet the following criteria:

- Your temporary duty station is **MORE** than 50 miles from your office **AND** residence;
- You incur per diem expenses while performing official travel;
- You are in travel status for more than 12 hours; **and**
- You have an approved travel authorization.

Are there times when per diem is not allowed?

Yes. A per diem allowance is not allowed for the following:

- Local travel within your official duty station;
- Travel of 12 hours or less during one calendar day; or

- Certain circumstances when a leave of absence is taken while you are in travel status. For example, if you take annual or compensatory leave for more than one half of your regular workday while you are in TDY status, no per diem will be paid.

The following chart summarizes your entitlement to Meals and Incidental Expenses (M&IE) when you travel outside the official duty station area (50 miles for ALL CMS employees):

Travel less than 24 hours (no lodgings)	Your M&IE allowance is:
12 hours or less	Zero
More than 12 hours but less than 24 hours	75% of the M&IE rate

Travel 24 hours or more	Your M&IE allowance is:
The day of departure	75% of the M&IE rate
Full days of travel	100% of the M&IE rate
The last day of travel	75% of the M&IE rate

What is the fixed amount allowed for M&IE expenses?

The amount for M&IE depends on the locality of your temporary duty station. The current daily rate ranges from \$46 to \$71 per day and is subject to change. The incidental expense amount is included in the daily M&IE rate and is used for tips to hotel personnel, maids, room service, and such. Currently, the incidental expense allowance is \$5 and is subject to change. You will be reimbursed the full fixed rate, unless meals have been provided through other means at Government expense. M&IE rates for each locality can be found in the automated travel system (GovTrip) or on GSA's web site at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=15586&channelId=-24653&oid=16365&contentId=17943&pageTypeId=17113&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT.

Do I have to deduct the cost of meals provided to me at no cost?

If CMS paid a registration fee for your trip that included a meal(s) or if a meal(s) was provided through a CMS contractual obligation to rent the meeting or conference facility, and there was no cost to you, you must deduct the applicable amount according to the "meals breakdown table" in the automated travel system (GovTrip) or on GSA's web site. The deduction depends on what meals (breakfast, lunch or dinner) were provided and what the M&IE rate is for the temporary duty locality. The deduction table can be found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=15586&channelId=-24653&oid=16365&contentId=16177&pageTypeId=17113&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT.

Note: Meals provided free by an airline or complimentary meals (continental or full breakfast) provided free by the hotel are not subject to a deduction of the M&IE rate.

Are lodging taxes covered under the per diem allowance?

Lodging taxes for domestic travel are reimbursed as a separate miscellaneous expense and are not part of the per diem allowance. The amount paid for taxes should be claimed as a miscellaneous expense on the travel voucher. Lodging taxes for foreign and non-foreign (U.S. territories and possessions) travel are included in the per diem allowance and may not be claimed as a separate miscellaneous expense.

Am I sometimes exempt from paying lodging tax?

Yes. The mere fact that you are a government employee on official business does not waive the payment of lodging tax. However, some states have a tax-exempt form that can be used to waive the lodging taxes. Travelers are required to verify with the hotel whether tax exemptions apply. A list of the states that have tax-exempt forms and their specific eligibility requirements is located on GSA's web site:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=MTT&contentId=16366&contentType=GSA_OVERVIEW.

Under what circumstances will I be authorized a rate lower than the maximum prescribed by law or regulation?

If the conditions of your travel are such that a rate lower than the maximum will cover your subsistence expenses, the authorizing official may set a lower rate. The lower rate must be authorized prior to departure on travel.

How do I calculate my total per diem reimbursement when traveling to more than one location with different rates?

If you travel to more than one TDY location and different per diem rates (lodging, meals and incidental expenses) apply in each location, your reimbursement will be based on a combination of rates. The rate of calculation for any calendar day will be determined by the TDY locality where lodgings for that day are obtained. The automated travel system (GovTrip) will perform all the calculations for per diem based on destinations and dates of travel.

For example, you fly to Boston, Massachusetts from Baltimore, Maryland on April 15 on official Government business. On the same day, you take a train from Boston, Massachusetts to Nashua, New Hampshire for a conference. You obtain lodgings in Nashua, New Hampshire. Your reimbursement for April 15 will be based on the per diem rate for Nashua, New Hampshire. If, on April 16, you return to Boston, Massachusetts on official Government business and spend the night, you will be reimbursed at the per diem rate for Boston, Massachusetts.

At times, I travel with other employees and we share hotel accommodations. How do I calculate my cost of lodgings under these circumstances?

You and those with whom you share accommodations should pro-rate the total cost of the room among yourselves and calculate your cost on your pro rata share. The pro-rated share you claim cannot exceed the maximum per diem for the temporary duty station.

Sometimes my spouse accompanies me on TDY travel. How do I calculate my cost of lodgings under these circumstances?

When you share a room with members of your family, your reimbursement will be limited to the cost of lodgings at the “single occupancy” rate for the room. If such a rate is not available for the room you occupy, use the single occupancy rate for a comparable room in the same hotel or motel.

I sometimes stay with friends or relatives and incur costs in the sense that I buy them a gift or buy some of the groceries, or the like. How do these expenses figure in my cost of lodgings?

You cannot include, in your cost of lodgings, any costs that you are not required to pay. Buying groceries or the like is covered within your daily M&IE allowance, which you will continue to receive.

Am I required to submit receipts for lodgings?

Yes. Receipts for lodgings are always required regardless of the dollar amount.

What do I do if the per diem allowed is not sufficient to cover my expected lodging costs?

You may request authorization for a Conference Lodging Allowance (CLA) up to 25 percent of the maximum lodging rate for the locality, if you are attending a conference. If you are not attending a conference or the CLA does not cover the lodging costs, you may request Actual & Necessary (A&N) Subsistence Expenses. In order to be approved for A&N, you will need to justify why you cannot find adequate lodgings within the maximum per diem allowance and why it is advantageous to the Government for you to stay in the higher priced hotel. Pursuant to FTR § 301.11.305, the maximum A&N expense that may be approved and reimbursed is 300% of the maximum lodging rate for the locality. There is no authority to exceed this ceiling. Either method should be approved in advance of travel.

Note: Generally, approval for A&N will not be granted if a rental car is requested and approved in the same temporary duty location, unless there are specific reasons why the rental car cannot be used to commute to a more reasonably priced lodging facility.

MISCELLANEOUS TRAVEL EXPENSES

What miscellaneous expenses are allowable in addition to those covered by the per diem allowance?

Employees traveling on official business are expected to exercise the same care in incurring expenses that prudent persons would exercise if traveling on personal business. Here are the more common ones:

- Daily round trip transportation by taxi, bus, streetcar, or subway between lodging and place of official business, and between places of official business. Receipts are required for any single item that exceeds \$75;
- Ferry fares, bridge, road, and tunnel tolls when travel by automobile is authorized. Receipts are required for any single item that exceeds \$75;
- Parking (daily or overnight) at a common carrier terminal. In accordance with the FTR § 301-10.308, you may be reimbursed parking and mileage not to exceed the cost of taxi fare to/from the terminal. Therefore, you should obtain the most economical parking available. Most airports have reduced rates for long-term (overnight) parking. Some long-term parking areas offer discounts upon displaying a valid Government identification. Receipts are required for any single item that exceeds \$75;
- Taxicab and airline shuttle fares to and from terminals, including a reasonable tip not exceeding 15 percent of the fare. Receipts are required for fares in excess of \$75;

Note: Courtesy transportation offered by hotels and motels should be used whenever possible. More expensive means of local transportation (i.e., limousines) may be used only when strictly necessary, and require advance approval by the travel authorizing official, except in an emergency when the employee is not responsible. Only the usual fare (plus tip of up to 15% of that amount) for the most reasonable mode of transportation under the circumstances may be reimbursed, except in extenuating circumstances beyond the employee's control. If an employee chooses to use an unnecessary mode of transit, the employee is expected to pay any additional cost associated with that choice.

- Mileage expense for the use of your personal vehicle when on official business between home and the transportation terminal and parking at the terminal not to exceed the costs of taxi fare. When authorized on the travel order, mileage can be reimbursed to and from the temporary duty station not to exceed common carrier costs. Mileage distances claimed must be obtained either from odometer readings or standard highway mileage guides (e.g., MapQuest);

- Rental vehicles, when specifically authorized. Receipts are always required;
- Shipment of Government property not identified as personal baggage; and
- Fees or tips to porters at transportation terminals for handling Government property carried by you. Fees or tips to porters for handling your personal luggage or property should be paid from the incidental portion of your M&IE rate, unless it is a result of special need accommodations.

What expenses are not allowed?

You will not be reimbursed for the following:

- Expenses claimed for per diem in excess of daily maximum amount authorized;
- Per Diem claimed when TDY is for 12 hours or less in one calendar day;
- The cost of flight insurance;
- Penalty charges assessed by hotels or motels when you, by your own fault or negligence, fail to cancel reservations for accommodations;
- Excess costs of transportation and Federal transportation tax when you travel by indirect routes for your own convenience or where charges for transportation are more than those authorized on your travel order;
- Any additional costs resulting from not properly using the TMC (Omega World Travel) for all travel reservations, including air, rail, hotel, or car rental;
- Any expense that has not been properly authorized on your travel order;
- The cost of mileage due to circuitous routes in excess of that shown in current standard highway mileage guides (e.g., MapQuest);
- The cost of transportation to and from restaurants, unless suitable meals cannot be obtained at the temporary duty work site or place of lodging;
- The cost of repairing damage to your automobile while you are in travel status. Damage to your automobile is covered under your own insurance policy;

- The cost of tickets issued for traffic or parking violations;
- The cost of a locksmith if you, inadvertently, lose your car key or lock the key in the car; or
- The cost of Collision Damage Waiver Insurance and Personal Accident Insurance offered on car rental contracts. The cost of this insurance is included in the rates negotiated for the Government by GSA and the Defense Travel Management Office (DTMO). Employees traveling on official Government business should not be charged for this insurance.

TRAVEL ADVANCES

How much can I receive for a travel advance if I have a Government contractor-issued travel charge card?

You will obtain your cash travel advance using the Government contractor-issued travel charge card, when you have been issued the travel charge card. The maximum amount to be withdrawn should not exceed your estimated out of pocket expenses. Since you are required to use the travel charge card for lodgings, meals, and transportation, out of pocket expenses should be minimal.

I do not have a Government contractor-issued travel charge card, how much advance can I receive?

If you are an infrequent traveler (travel less than 5 times a year) or have not been issued a travel charge card, you may request a travel advance of funds for each trip through the automated travel system (GovTrip). The amount of the your advance shall be at least 60% of the total estimated M&IE, lodging, and other incidental expenses authorized on your travel order. The travel advance will be calculated on your authorized out-of-pocket travel expenses. If you are eligible for a travel advance, as indicated in your profile, and you have checked the appropriate box in the GovTrip travel authorization, you should receive the travel advance in the bank account you have designated for travel reimbursements. Your travel authorization must be approved 10 days prior to departing on TDY travel in order to process your travel advance request and have the appropriate funds in your account timely.

When must I repay my travel advance?

The amount you received for a travel advance will be deducted from the expenses you claim on your travel voucher. Any balance remaining on your travel voucher after the advance is deducted will be deposited in the financial institution you have designated for travel reimbursements. If the travel expenses claimed on your travel voucher do not satisfy the outstanding balance of the travel advance, you will need to submit a check to CMS for the balance.

Note: It is the employee's responsibility to ensure that accurate financial institution information for reimbursement is submitted to the Travel Unit in Central Office on the *Authorization and Payment Information Form for Electronic Funds Transfer*. This is not the same form used by payroll. Travelers are responsible for updating the information on a timely basis.

TRAVEL CLAIMS (VOUCHER)

How much time do I have to submit a travel claim (i.e., voucher)?

In accordance with the FTR §30-52.7, you must submit a travel claim (i.e., voucher) within five working days after completion of the travel to your travel approving official. You must make sure all required receipts are faxed to Northrop Grumman (800-968-6870) so they can be attached to your travel voucher document or scanned directly into the voucher document.

When can I expect reimbursement?

CMS will reimburse employees within five (5) working days for travel expenses through electronic funds transfer (EFT) when a proper **APPROVED** travel voucher is received by the Division of Accounting Operations (DAO) from the traveler's component. Travelers are encouraged to track the approval of their claim through the automated travel system (GovTrip) to ensure it is approved and processed timely.

Note: It is the employee's responsibility to ensure that accurate financial institution information for reimbursement is submitted to the Travel Unit in Central Office on the *Authorization and Payment Information Form for Electronic Funds Transfer*. This is not the same form used by payroll. Travelers are responsible for updating the information on a timely basis.

Can I split my travel reimbursement so that part of the amount will be sent to the travel charge card company and the balance owed is sent to me?

Not at this time. CMS will send out notification to the agency when this program is to be implemented. The Split Disbursement Program will allow the traveler to initiate payment directly to the travel charge card company (JP Morgan Chase) through the automated travel system (GovTrip) for travel expenses that were charged to the credit card during official travel.

If the Agency disallows any of my travel expenses, what rights do I have?

You may request reconsideration from the Office of Financial Management (OFM) if there are additional facts or documentation to support the request for reconsideration. If

after reconsideration, the claim is still denied by DAO, you may submit the claim for adjudication to the Civilian Board of Contract Appeals.

TELEPHONE CALLS

Can I be reimbursed for Telephone Calls made in travel status?

Reimbursement for telephone calls may be authorized and approved as follows:

Official Business

Calls placed to CMS Central Office during regular business hours should be made by calling 800-448-4232. Calls placed to Regional Offices during regular business hours should be made via the region's toll free line, if available. If you do not use Government provided services you must include a justification why it could not be used. During non-regular business hours, calls can be made over a commercial network and charged to your hotel bill, home phone service, Government travel charge card, non-Government personal telephone card, personal credit card, or the called party. Business calls must be authorized prior to travel. If commercial services are used, you must show that you incurred the expense in order to be reimbursed.

Personal Calls

For all CMS employees, reimbursement will be limited to actual expense incurred not to exceed an amount equal to \$5 times the number of consecutive days on official travel. Receipts are required regardless of amount. Bargaining unit employees must make every reasonable attempt to obtain a receipt. No reimbursement is permitted for use of personal cell phones for domestic travel. Travel to remote foreign locations where long distance telephone systems are not accessible, the use of a personal cell phone may be authorized once it is determined necessary and authorized on the travel order prior to departure on travel. An itemized receipt indicating the specific cost for each call is required for reimbursement.

For example, if you are on a five-day trip, you are entitled to make up to \$25 in personal phone calls. You could average the allowable number and cost of calls per day by either, (1) making one call of \$25 or (2) making multiple calls of lesser amounts, as long as you do not exceed the maximum allowed of \$25 (\$5 per day for five days).

LAUNDRY, DRY CLEANING, AND PRESSING OF CLOTHING

May I be reimbursed for laundry, dry cleaning, and pressing of clothing at my temporary duty (TDY) location?

Yes, subject to the following restrictions, laundry, dry cleaning, and pressing of clothing at a TDY location is reimbursable as a miscellaneous travel expense:

- The employee must incur a minimum of four consecutive nights lodging on official travel;
- Reimbursement shall be limited to actual expenses, not to exceed an amount equal to \$5 times the number of consecutive nights on the trip for the first 30 days at a temporary duty travel location. The maximum daily reimbursement is reduced for long-term assignments/details;
- Receipts are required for **ALL** laundry, dry cleaning, pressing of clothing expenses claimed for reimbursement (except coin-operated machine usage where receipts are not available). Bargaining Unit employees must make every reasonable attempt to obtain receipts.

ANNUAL OR COMPENSATORY LEAVE WHILE IN TRAVEL STATUS

May I take annual or compensatory leave while on official business?

Yes, unless you are traveling under the authority of “Sponsored Travel” and a non-federal source is either paying for your travel expenses or reimbursing CMS for your travel expenses. The type of leave and period of leave must be shown in the “Comments” section of the travel order/voucher in the automated travel system (GovTrip). If annual or compensatory leave begins or ends during your prescribed hours of duty, the exact hour of departure from and return to duty must be shown. You also must show the date that leave was reported for time and attendance report purposes.

How does taking leave affect my per diem or actual expense allowance?

No per diem or actual expenses may be authorized or paid on days when annual or compensatory leave is taken for more than one-half of the scheduled workday.

For example, if you are on a prescribed 9-hour day schedule and you request annual leave for more than 4-1/2 hours, per diem or actual expenses will not be authorized or paid to you for that day.

Will I be paid per diem or actual expenses if I become sick or get injured?

If there is a personal or family emergency requiring the employee to return home, the employee should notify his/her manager as soon as possible and will be reimbursed for expenses incurred in return travel to the employee’s official duty station. When an employee in travel status becomes incapacitated by illness or injury, not due to the employee’s own misconduct, which interrupts or discontinues his/her TDY travel assignment, the employee should notify his/her manager as soon as possible and will be reimbursed for expenses incurred in return travel to the employee’s official duty station.

VOLUNTARY VERSUS AIRLINE DENIAL OF SEAT

What must I do with the compensation an airline gives me, if it denies me a seat on a plane?

If you are performing official Government travel and a carrier denies you a confirmed seat reservation on a plane, you must relinquish any payment you receive for liquidated damages to the Division of Accounting Operations in Central Office for deposit. You must ensure the airline carrier shows the CMS as payee on the compensation check.

May I keep any compensation an airline gives me for voluntarily vacating my seat on a scheduled airline flight when the airline asks for volunteers?

Yes, employees may retain and use promotional items, including frequent flyer miles, earned on official Government travel if all of the following conditions specified in the FTR are met;

- Voluntarily vacating your seat will not interfere with performing your official duties; AND
- Additional travel expenses, incurred as a result of vacating your seat, are borne by you and are not reimbursed.

Note: If volunteering delays your travel during duty hours, you must be charged annual leave for the additional hours.

TAXICABS AND PRIVATELY OWNED VEHICLES (POV)

When may I use a taxicab?

When departing on TDY, you may use taxicabs to travel from your home or office to the common carrier terminal and from the common carrier terminal to your temporary lodgings or place of business. On return, you may use taxicabs to travel from your temporary lodgings or place of business to the common carrier terminal and from common carrier terminal to your home or office. You may also use taxicabs from the hotel to your work location while on TDY. You are expected to combine the use of taxicabs with other means of transportation, such as, public transportation, airport limousine service, and Government shuttle service that will achieve the greatest cost savings compatible with the travel being performed.

What tips are allowed for taxicabs, airport limousines, and shuttles?

You are authorized to tip up to, but not exceeding 15 percent of the total fare. If there is no fare, such as a shuttle from the airport to the hotel, courtesy of the hotel, a maximum of \$3.00 for tip can be reimbursed.

May I be permitted to use my privately owned vehicle (POV) to travel to the TDY site?

Yes. The use of POV travel on TDY duty assignments shall only be approved when the use of POV is deemed most advantageous to the Government. For example:

- When common carrier schedules are inadequate for your travel schedule, especially if the travel is to be performed within restricted geographical boundaries;
- When you and one or more other employees will travel together in one vehicle and use of POV is more advantageous to the Government; or
- When you have to carry bulky equipment or material essential to the performance of your official duties and air/rail service is not advantageous to the Government.

Note: If you have been authorized to travel by a different mode of transportation (e.g., air/rail) that is more advantageous to the Government, your reimbursement will be limited to the lesser cost as computed from a cost comparison. See next question.

How will I be reimbursed for the use of my POV when I was authorized a different mode of transportation, (e. g., air/rail)?

You are expected to travel by the method of transportation that is most advantageous to the Government, when cost, timing, and other factors are considered. If you travel by a non-authorized method of transportation, you are responsible for any additional cost. You must provide a cost comparison between the actual costs incurred by using your POV and the costs that would have been incurred (constructive costs) had appropriate method of transportation been used, such as airplane or train. Actual costs would include, actual mileage at the rate authorized, subsistence at the applicable rate for the entire trip and allowable expenses such as parking fees, tolls, etc. Constructive costs would include, appropriate common carrier fare, subsistence for days the trip would have required at the same rate used for actual costs above, and bus, subway and taxi costs to and from appropriate common carrier terminals. The travel order must state 'Use of POV is authorized not to exceed cost of common carrier'. Reimbursement to the traveler for the use of a POV will be limited to the lesser cost as computed from the cost comparison.

If the agency has determined the use of my POV for TDY travel is most advantageous to the Government, how much will I be reimbursed for using it?

It must be authorized on your travel order prior to departure that use of POV is deemed most advantageous. Any documentation used by the agency to make the determination should be either faxed to Northrop Grumman or scanned directly into the GovTrip system

so it can be attached to the travel order for reference. Once approved, you will be paid a mileage allowance based on the number of miles driven multiplied by the current authorized rate per mile plus other allowable costs, such as parking fees; and ferry, bridge, road, and tunnel fees. The appropriate mileage rates have been established in the automated travel system. Mileage claimed must be obtained either from odometer readings or standard highway mileage guides (MapQuest). The travel order must state 'Use of POV is authorized as advantageous to the Government'. Receipts are required for any expense item over \$75.

May I use my POV to travel to and from a carrier terminal?

Yes. Mileage reimbursement will be made at the current POV standard mileage rate. However, the total mileage and parking costs may not exceed the cost of a taxi fare plus allowable tip to/from the terminal. Therefore, you should obtain the most economical parking available. Most airports have reduced rates for long-term (overnight) parking. Some long-term parking areas offer discounts when presented a valid Government identification.

Will I be reimbursed for parking my POV at a carrier terminal while I am away from my official station?

Yes. When using a POV, employees may request and be reimbursed for parking fees at a common carrier terminal and mileage not to exceed the cost of taxi fare plus allowable tip to/from the terminal.

May I use my POV to travel from my home to my office on the day I am scheduled to depart on a trip?

Yes. You may use your POV to travel from home to office on the day you depart on TDY and from office to home on the day you return, provided that the trip requires at least one night's lodging away from home. If you drive to the office for the purpose of working part of the day before departing on travel, you will need to deduct your normal commute costs (see the Local Travel section of this handbook for instructions on how to deduct normal commute costs). The Government does not reimburse employees to commute to work.

If I travel on temporary duty (TDY) with another employee who drives his or her POV, what expenses may I claim?

Since a mileage allowance can be paid to only one employee, in this case, the driver of the car, you cannot be reimbursed for the mileage. However, you will be authorized a per diem allowance and reimbursement of other allowable expenses.

RENTAL VEHICLES

May I rent a vehicle for official travel?

If the use of a vehicle is justified and considered most advantageous to the Government you may be authorized to rent a vehicle. Only the person who is approved to rent the vehicle is authorized reimbursement of expenses.

Note: If you are attending a conference and you are staying at the conference/meeting hotel, rental cars will not normally be authorized. Shuttle and limousine service is generally available from the airport to the conference/meeting hotel, as well as taxicab. However, it may be necessary to rent a vehicle, especially, if you have other official Government business away from the conference/meeting location. Your travel authorizing official must decide if your official Government duties require a rental vehicle. A justification will be required in the automated travel system (GovTrip).

Why do I have to rent the vehicle through Omega?

The GSA and the Defense Travel Management Office (DTMO) have negotiated special inclusive rates with major car rental companies for Federal Government employees on official travel. The special rates are advantageous to the government and include Collision Damage Waiver insurance and Personal Accident Insurance. The terms and conditions of the agreement apply only when the traveler is charged the special Government rate for vehicle rental. Omega has the authority to reserve rental vehicles under these special inclusive rates. It is the responsibility of the traveler on official travel to ensure the Government rate is indicated on the rental contract before signing it. Failing to rent under these special rates, waives your right to the negotiated Government coverage and you will be personally liable for any damages to the rental car.

What size vehicle may I be authorized to rent?

If you are traveling alone or with one other traveler, you should reserve a compact or intermediate size car. If you are traveling with at least two other travelers, you may reserve a full size car. In some instances, groups of travelers may rent a van or similar vehicle, if authorized. An explanation should be included in the "Comments" section of the automated travel system (GovTrip) indicating why a full size car or van was necessary and include the names of the other travelers occupying the vehicle.

Can I return the rental vehicle with an empty tank of gas?

You are expected to fill the gas tank prior to returning the rental vehicle. Only when it is deemed advantageous to the government and justified appropriately on the travel voucher may the additional fuel service fee for returning the rental vehicle with an empty tank be reimbursed.

When renting a vehicle, am I protected from personal injury loss in case of an accident?

Yes. The Federal Employees Compensation Act protects employees against losses due to personal injuries received while operating rental vehicles on official business. Employees are protected, unless the accident was caused by willful misconduct.

Can I accept Collision Damage Waiver Insurance or Personal Accident Insurance offered in a car rental agreement?

No. If you have rented the vehicle, as required, under the Government rates you should decline Collision Damage Waiver Insurance and Personal Accident Insurance offered in a car rental agreement. The cost of this insurance is included in the Government rates negotiated with the DTMO. If you are being charged for insurance, contact the rental car company immediately. The cost of this insurance is not reimbursable.

FREQUENT FLYER BENEFITS

May I use the frequent flyer or other benefits I receive on Government travel for my personal use?

Yes. On December 28, 2001, the President signed into law a provision that Federal employees may retain promotional benefits, including frequent flyer miles, for personal use.

May I use my frequent flyer benefits to upgrade to a premium-class seat?

Yes, with some conditions. When redeeming frequent flyer miles you must comply with governing Federal Travel Regulations, such as mandatory use of Omega World Travel for all reservations and use of contract carriers. You are still required to fly contract carrier and may not select or choose an airline based on whether it provides frequent flyer benefits or to obtain additional frequent flyer benefits. The agency may not authorize purchase of a higher cost ticket through Omega World Travel for the purpose of enabling an employee to apply their frequent flyer miles. Omega is not able to redeem your frequent flyer miles, so you will need to contact the appropriate airline after Omega has ticketed the reservation for official business. Advanced ticketing may be required to redeem the frequent flyer benefit. If you have a government travel charge card, the ticket charge will post to your account at the time of advance ticketing. You will not be reimbursement the ticket cost until after the travel is completed and your voucher is processed.

Will the Internal Revenue Service (IRS) tax the frequent flyer benefits or other promotional benefits I receive from Government travel?

No. The IRS has decided not to pursue a tax enforcement program with respect to promotional benefits such as frequent flyer miles.

TRAVEL MANAGEMENT CENTER (RESERVATIONS)

Who is the Travel Management Center for CMS, and how do I contact them?

Omega World Travel (Omega) is the CMS Travel Management Center contractor. Employees must use Omega for **ALL** travel reservations, including common carrier transportation (airline and train), hotel/motel reservations, and rental vehicles. When preparing your travel order in the automated travel system (GovTrip), your reservation requests are electronically sent to Omega for booking. However, there may be circumstances when you will need to contact Omega directly. CMS employees have several ways to communicate with Omega:

- Phone Reservations – Monday through Friday 7:30 a.m. to 9:00 p.m. (eastern standard time) 1-877-433-1162;
- Emergency after-hours call center - 1-866-892-0810;
- Toll Free Fax - 1-866-476-9850.

What must I do if my travel plans change and I need to go to another destination?

For phone reservations, call Omega at 1-877-433-1162. They will make all the arrangements for your next destination and issue a new ticketed itinerary/invoice. Additional transaction fees may be incurred. Remember to amend your original travel order to reflect the new official business locations and expenses before you attempt to create the voucher. If the changes you make are for personal convenience, you will be responsible for any additional charges.

What if I am in flight status and the airline cancels the next leg of my flight.

Once you are in flight status and the airline makes changes to or cancels your flight, you must work directly with the airline ticket agents to get you on the next available flight. The airline blocks all access to booking reservation on their flights once your flight begins. The only one who can change your flights will be the airline. Unfortunately, Omega will be unable to redirect your flight in this type of situation.

What must I do if I have an emergency and need a ticket immediately?

Once you have authorization for the emergency trip and a travel order has been prepared in the automated travel system, you or your travel preparer should call Omega at 1-877-433-1162 to make your reservations. Normally, a travel order must be prepared before you call Omega. However, if the circumstances of the emergency travel preclude preparing a travel order in advance, Omega will call the Travel Unit in Central Office to obtain authorization to issue the tickets without a travel order number.

Must I use the GSA negotiated airline contract carriers?

Yes. In compliance with FTR § 301-10.107, you must use the negotiated contract city-pair carriers for airline reservations. The agency recommends the use of the GSA City Pair with capacity controlled fares (-CA), whenever they are available. Otherwise the GSA City Pair Fare (YCA) shall be used, unless you meet one of the FTR exceptions to use a non contract carrier.

Are there any exceptions to using the contract carrier?

Yes. In compliance with FTR § 301-10.107, the following are exceptions to using an airline contract carrier:

- Seating space on the scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- The contract's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies or other mandatory users of scheduling employee travel during normal working hours; or
- A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government of at least 40%. This type of fare should be evaluated carefully before accepting since these fares usually have restrictions, such as monetary penalties if the flight is cancelled; or
- Rail service is available and such service is cost effective and consistent with mission requirements; or
- Smoking is permitted on the contract flight and the non-smoking section of the aircraft for the contract flight is not acceptable to the traveler.

Sometimes my spouse accompanies me on TDY travel. Can I use a non-contract carrier so we can fly together on the same flight?

You must use the negotiated contract city-pair carriers for airline reservations, unless you meet one of the exceptions identified in the FTR § 301-10.107.

What information is required when making a reservation?

You will need to ensure your profile has been created in the automated travel system (GovTrip) prior to initiating any reservations. Your Federal Agency Travel Administrator (FATA) should be able to assist with any questions related to the automated travel system (GovTrip). Your profile must include the following:

- Traveler's Full Name, including Middle Name (as it appears on the identification to be used at check-in).
- Date of Birth
- Gender
- Origin/Destination Cities
- Travel Dates and Times

Before a reservation is ticketed (billed to the Government Individually Billed Account (IBA) or Centrally Billed Account (CBA),) you will need the following information:

- Accounting Information, including Travel Order Number (TO); Common Accounting Number (CAN); and Sub Object Class Code; and
- Method of payment (Government-issued Individual Billed Account or Centrally Billed Account)

Note: Most CMS travelers have been issued a Government contractor-issued travel charge card and shall use it as the method of payment for official travel expenses, including transportation expenses. However, if a traveler does not have a travel charge card, Omega will charge the CMS Centrally Billed Account (CBA) for the transportation costs and applicable processing fees. Some information may not be readily available if it is an emergency situation, but it will be required later in order to process the travel documents.

If I arrive late to the hotel or motel where I have a confirmed reservation, will my room reservation be guaranteed?

Yes, providing you have booked the hotel through Omega and the hotel has been given advance notice. In guaranteeing a room, however, you are authorizing the hotel or motel to bill for the first night (usually by asking for your Government travel charge card number). In the event you do not use the room and failed to give timely notice, you will be responsible for the hotel cost and will not be entitled to reimbursement, unless there were circumstances beyond your control and acceptable to CMS.

What do I do if an emergency arises and my itinerary must be changed while I am in travel status?

All emergency itinerary changes must be made through Omega. For agent assistance reservations, call Omega at 1-877-433-1162. If the emergency occurs after-hours, call the emergency number 1-866-892-0810. The calls made to the after-hour call center will result in an additional fee(s). You must notify your supervisor of any emergencies that arise, unless they are informing you of the emergency changes.

Note: Even exchanges for earlier return flights may be made at the airline counter and do not have to go through Omega.

May I request Omega to add personal travel reservations in conjunction with my business trip?

Yes. Omega is a full service travel agent and can accommodate reservations for personal travel. You should create your travel order in the automated travel system (GovTrip) to reflect ONLY official travel. Once your travel order is approved, you will then need to call Omega to inform them you are traveling on official business, but would like to include personal travel. Explain in detail the official and personal segments of the trip and Omega should be able to make the necessary arrangements for your personal travel. The Omega agent will inform you of any additional fees or expenses. You will be responsible for payment of all additional expenses attributable to personal travel on your personal credit card (DO NOT use your Government travel charge card). The personal portions of your travel will be booked using standard commercial rates available at the time of booking, since the FTR prohibits the use of contract carrier rates for personal travel. If you have any questions related to booking any reservations, you may want to contact the Travel Office. Always remember the official travel takes precedence over personal preference.

If I received paper tickets for my travel, then my trip is canceled, what do I do with the paper tickets?

Paper tickets are issued occasionally for foreign air and rail transportation, so if you are issued a paper ticket and are a Central Office employee, you are responsible for returning

the paper tickets to the CMS Travel Unit. The CMS Travel Unit will then be responsible for returning the unused paper tickets to Omega. If you are a Regional Office traveler, you should contact your Federal Agency Travel Administrator (FATA) and adhere to their policy on returning unused paper tickets. Each Regional Office will be responsible for sending all unused paper tickets to the following address:

National Call Center
Attn: Refund Dept
325 White Street
Jacksonville, NC 28546

MANDATORY USE OF THE GOVERNMENT CONTRACTOR- ISSUED TRAVEL CHARGE CARD (Travel Charge Card)

Do I have to apply for the travel charge card?

Employees who travel more than 5 times a year are considered frequent travelers and are required to apply for and use the travel charge card for all authorized official travel expenses, including cash travel advances, unless they are granted an exemption. Frequent travelers who refuse to apply for the travel charge card or card holders who have had their travel charge card canceled for misuse, shall not be authorized to receive a travel advance, unless they are covered by an exemption or have applied for and been approved for a waiver.

How do I apply for a travel charge card?

Employees who travel for CMS may apply for the travel charge card with their supervisor's approval. If you are interested in submitting an application, please send an e-mail request to TravelChargeCard@cms.hhs.gov and you will receive detailed instructions.

Do I have to use the travel charge card?

Yes. When you have been issued the travel charge card you are required to use it for the payment of your authorized official travel expenses connected with TDY travel, including airfare; lodging; meals; cash advances; car rental charges and gasoline for the rental car; transportation charges; house hunting expenses; phone charges; and authorized business expenses, unless you have an exemption.

Are there exemptions for not using the travel charge card?

Yes. GSA provides for some exemptions from mandatory use of the travel charge card such as, parking, local transportation system, taxi, laundry, phone calls, meals (when use

of the card is impractical), tips, and for employees who are expected to travel 5 times or less during the year. See the CMS/HHS Travel Manual Chapter 9.2.2 (May 2008 version) for additional exemptions.

May I use the travel charge card for personal expenses?

No. The travel charge card may only be used for payment of your official travel related expenses, including charges incidental to travel that may not be reimbursable under applicable law, Government-wide rule or regulation. Employees may not use the travel charge card to make personal purchases, obtain cash withdrawals unrelated to official travel or for any other purpose unrelated to official travel. The Agency may direct the contractor to revoke an employee's travel charge card for inappropriate use.

May I use the travel charge card for local travel expenses?

ONLY when you have been authorized a rental vehicle for local travel site visits. Employees are allowed to use the travel charge card for renting the vehicle and buying any additional gasoline for its official use.

My travel charge card payment is due, but I have not been reimbursed for my travel expenses, do I have to pay the amount due now?

Yes. According to the terms of the agreement signed by you when you applied for the travel charge card, you must make payment on the account when it is due, regardless of whether you have received reimbursement for your travel. The FTR requires travelers to submit their claims for expenses within 5 working days of completion of travel, so the traveler can be reimbursed timely. Travelers are encouraged to track the approval of their claim through the automated travel system (GovTrip) to ensure it is approved and processed timely.

Under what conditions can my travel charge card be suspended, closed, or canceled?

CMS has implemented an agency wide monitoring process to oversee the travel charge card program. These procedures identify employees who do not adhere to the travel charge card usage requirements, including (1) charging items that do not adhere to CMS policy, and or (2) failing to pay their travel card bill in full in a timely manner. Both instances indicated above are considered misuse of the travel card and may be subject to disciplinary action. When a situation of misuse is identified, employees and their supervisors are notified. A copy of the notice is also forwarded to the Baltimore Human Resource Center (BHRC) to determine if disciplinary action is necessary. Employees who misuse their travel charge card three times will have the card canceled per CMS policy. Employees may request reinstatement of their charging privileges after 1 year. They will be required to reapply for the travel charge card and the travel card contractor,

JP Morgan Chase will conduct a credit worthiness test before considering the issuance of a new card.

Some examples of misuse or abuse include, but are not limited to:

- Allowing the travel card to become delinquent or failing to pay the account with sufficient funds;
- Using the travel charge card for unauthorized purchases not associated with official travel, (e.g., personal and family member use of the card or for excessive cash advances, or cash advances not commensurate with official travel;
- Using the travel charge card in the local area (within the 50 mile radius) for expenses other than related to use of approved rental car or gas for the rental car;
- Shared use of the travel charge card with another employee for official travel purposes;
- Failure to use the travel charge card while on official travel, unless exempted; and/or
- Using the travel charge card for conference registration fees (HHS Policy).

In addition, the travel card contractor, JP Morgan Chase, will automatically suspend an account that is over 61 days past due. On the 64th day of delinquency, JP Morgan Chase will request the account to be placed in the Salary Offset program. The Salary Offset program allows the agency to initiate bi-weekly deductions from your salary in order to offset the delinquent balance owed on the travel charge card. If JP Morgan Chase closes an account they will not reopen the account until it has a zero balance and a formal request is made by the Level 3 Agency/Organization Program Coordinator (A/OPC) to the bank to reopen the account. JP Morgan Chase will perform a credit worthiness check and based on the results, the bank will decide if they wish to issue a new travel card.

More information can be found on the CMS webpage at:

<http://cmsnet.cms.hhs.gov/hpages/ofm/Travel/TOC.htm>.

LOCAL TRAVEL

What is local official travel?

Travel is considered local when it is within the 50 mile radius of your official duty station for **all CMS** employees. Local official travel pertains to travel in which:

- No airline transportation is authorized; and/or

- No lodging is required.

Local travel expenses, such as mileage, tolls, and parking will be reimbursed to you via a local travel voucher in the automated travel system (GovTrip) after the trip is completed.

My official duty station is Baltimore, MD. Can I stay overnight in Washington, DC, including surrounding areas or the Rockville, MD area?

The CMS/HHS Travel Manual states that agencies authorizing travel shall not authorize overnight per diem allowances for travel between Baltimore and the Washington, DC, Rockville, MD areas (including suburbs, such as Alexandria and Arlington, Virginia), unless the travel is more than 50 miles from the official duty station AND the employee's residence. The following narrow exemption applies, in which **ALL** criteria must be met before approval can be granted:

- The local travel is not being performed to attend or participate in a conference, meeting, or training for which the agency had any influence over or input into the site selection; **and**
- The local travel assignment will last at least three consecutive nights and four days and entail at least nine and one-half consecutive hours of work per day on each of those days; **and**
- Is clearly within the Government's interest, for accomplishment of its mission, to permit a particular employee to stay overnight at the site of the local travel assignment on one or more of those night(s), not necessarily consecutive; **and**
- That employee would be required to perform an extensive amount of driving (defined as at least 80 miles) **each way** between his/her residence and the site of the local travel assignment, on a daily basis (in a carpool situation, each employee must live at least 80 miles from the TDY site to qualify for this exception); **and**
- Significant safety issues are raised by the combination of the extended hours of work and the extensive amount of driving for the employee performing this local travel assignment.

Note: In making their discretionary decision on whether these conditions apply, the approving officials should take into account factors such as the region of the United States in which the temporary duty is being performed, normal traffic patterns and corresponding speed limits, length of each extended workday and cumulative effect on the particular employee involved, etc. If a per diem allowance is authorized for any day of local travel under this exception, a travel order must be issued to the employee for such day(s).

Am I entitled to any M&IE if I am on local travel for more than 12 hours, but I do not stay overnight?

No, you are not entitled to M&IE on local travel.

May I use my privately owned vehicle (POV) to travel on official business in and around my official duty station?

Yes. However, maximum use of the shuttle services, mass transit, GSA vehicles, etc. should be used, when possible. Reimbursement for local travel, when you use your POV, will be made at the current mileage rates, less your normal commuting costs.

What are “normal commuting costs?”

Employees may be reimbursed transportation expenses incurred in the local travel area to perform official business. Generally, reimbursement may be allowed from whatever point the employee begins the journey to perform official business. However, when the journey begins and/or ends at the employee’s home, the approving official must ensure that appropriate reduction is made for normal commuting costs. The Government cannot reimburse an employee for their “normal commuting costs” of going to work each day.

For example: Your normal commute to work each day consists of driving to the bus station from your house (10 miles one way) and paying \$2.00 one way bus fare. Your normal commute cost each day to get to work and back home is \$15.00 roundtrip: 20 miles at \$0.55 (the current mileage rate) equals \$11.00 and bus fare of \$4.00 for a total of \$15.00 each day. You must deduct \$15.00 as your “normal commute deduction” when you or your travel preparer vouchers your trip in the automated travel system (GovTrip).

Are there any unusual circumstances where a “normal commute” deduction is not required?

Yes. The following do not require a “normal commute” deduction:

- Employees working from home on a scheduled day under an approved flexi-place agreement and need to travel locally on official business;
- Employees who prepay normal commuting expenses on a weekly, monthly, or other basis to a common carrier, vanpool, parking lot, etc.

Are receipts required for local travel expenditures?

Receipts for local travel are required for any expense of more than \$75. A receipt is always required, regardless of amount, when renting a vehicle for official Government business.